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23 FEB 1961

MEMORANDUM FOR: Assistant Executive Officer, DD/P

SUBJECT : Document Preparation for Walnut Photography

REFERENCE : Your Memo of 31 Oct 1960, Same Subject

1. In the reference memorandum you requested our study and recommendations on the establishment of standards for procurement, handling, and maintenance of writing supplies and equipment used in document preparation for Walnut. As part of this study, we requested a test of certain stock items by the Technical Services Division. Attachment A is a copy of their report. The specific points mentioned for study in your memorandum are shown below with our findings and recommendations.

a. Paper Carbon Ribbons for All New Electric Typewriters

Findings - Although good cloth ribbons under controlled conditions give satisfactory results for photographic work, we found no disagreement with the fact that carbon ribbons will provide the best overall results. Carbon ribbon feeds are available on all major makes of electric typewriters at no additional charge; some makes are equipped to use either cloth or paper carbon ribbons. Carbon ribbon feeds for manual typewriters are not recommended as electric typewriters give a more even impression and provide superior results for photographic work.

In their test, TSD was requested to consider the kind of typewriter type best suited for Walnut. The results indicated that Elite type should be avoided but that Pica was acceptable. Other types are also acceptable and some are superior to Pica but these are not in common use and would probably present cover problems in the field.

Recommendation - Prescribe Pica type and paper carbon ribbon feeds as standard features for all electric typewriters procured for use at field stations. Attachment B is a proposed memorandum to the Office of Logistics requesting this action; it includes a justification.

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b. Secure Office of Security Agreement to Field Use of Electric Typewriters

Findings - Tests on security aspects of electric typewriters are still in process. The Chief, Physical Security, O/S, suggests that the memorandum to Logistics (Attachment B) be forwarded to him for comment and he will use it in trying to expedite completion of the tests being conducted by the Office of Communications. K

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c. Procurement of Best Quality Ribbons for Conventional Typewriters

Findings - Extensive testing of cloth ribbons is now being conducted by [redacted] Forms Management Br., in collaboration with [redacted], Chief, General Purchase Br., Procurement Div., O/L. The purpose of this testing is to identify the best ribbons and to justify their procurement for the Agency in Lieu of the GSA standard ribbons.

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Recommendation - This staff to continue to follow up on the testing and to keep you informed of the results and actions taken.

d. Assure that Stock Rooms Provide Only Approved Supplies

Findings - In summary, the TSD tests found that:

- (1) All standard paper stocks were acceptable except that colored tissues were not satisfactory after the second carbon.
- (2) Letterex one-time carbon is well suited for photographic reproduction.
- (3) Carbon paper of standard weight medium black gives excellent results but the light weight hard finish carbon papers, used when many copies are requested, do not give good results.
- (4) Copies of the dispatch form are satisfactory for reproduction through the fifth copy.
- (5) The colored cable paper stocks present some problems. Further tests on these have been requested, using Multilith copy instead of typing.

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- (6) Stock ball point pens vary from poor to good.
 - (7) Number two pencils and black or blue fluid inks give good results. (Not covered in Attachment A but reported verbally by the TSD representative.)

Recommendations -

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- (1) No action required by the Office of Logistics.
(NOTE: Tests could be conducted to select ball point pens for stock that would be acceptable for photographic work. However, the work involved in the testing and justifying of special procurement of non-standard GSA pens does not seem warranted in view of the ready availability of No. 2 lead pencils and fluid inks which have been specified for noting documents to be photographed. (See Attachment C.))



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- (3) This staff will follow through on the cable paper tests and advise you of the results and of any necessary action.

e. Maintenance of Fresh Supplies in the Field

Findings - The maintenance of fresh supplies is under continuing study by the Office of Logistics and they have taken the following action:

- (1) Items are issued on a first-in, first-out basis.
- (2) Inventories have been lowered and more frequent purchases authorized for items with a limited shelf life.
- (3) Purchases are made as needed rather than carrying an inventory on items for which the demand is sporadic.
- (4) Periodic deliveries are scheduled, rather than a single complete delivery, of large orders for items presenting storage problems.

Action - Have field personnel report on any supply items which are not fresh on delivery, so that one of the above controls can be instituted. (See Attachment C, Para. 5.)

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f. Insure that Field Station Typists Change Ribbons When Needed

Findings - Three approaches to the problem have been considered:

- (1) Education through the issuance of instructions.
- (2) Adding a "review for good copy" to the responsibilities of the Reviewing Officer.
- (3) Procurement of carbon ribbon typewriters and better cloth ribbons.

MO sent on 17c/11

Recommendations -

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- (2) Accomplish item (3) above by forwarding the memorandum (Attachment B) requesting Logistics to make carbon ribbon a standard feature for field electric typewriters. (See para. c. above for action on cloth ribbons.)

g. Assurance of Best Carbon Copy at Headquarters on Lateral Correspondence

Findings - The TSD tests established the carbon copies through No. 5 in the dispatch form produced good photocopy.

Lateral cables are reproduced and distributed at headquarters in the same manner as headquarters action cables, so no special problem exists.

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Acting Chief,
Management Analysis Staff
(DD/P Area)

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